
Generating Reports

Overview

The Report Generator is a MAT module that lets you create, view, print, and manipulate custom reports. The report module can be accessed through the **Reports** function in the File menus of the CPND and Station modules of the MAT system.

MAT supplies several standard report forms for reporting MAT data. In addition, the Reports Generator module contains a form editor that lets you create custom report forms or edit existing forms. It also contains a viewer that lets you print reports or browse them on the screen. A report executor lets you run the reports to the viewer for screen display, to a file, or to a printer. Custom selectable criteria allow you to tailor the report listing.

Reports Considerations

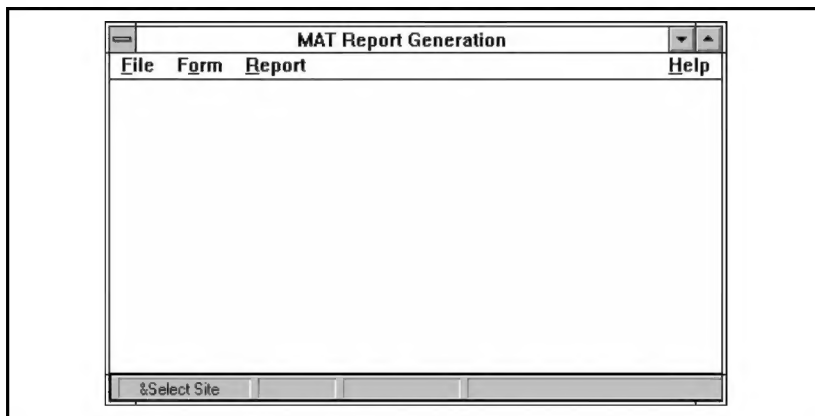
All report activity is performed in the current working directory—the site subdirectory. All forms are stored in this directory with a “.FRM” DOS extension. Exported reports are also saved in this directory and are automatically given a “.TXT” DOS extension. This means that you need supply only the *filename* (up to eight DOS-acceptable characters) when prompted to save a report to a file.

The MAT Report Generator requires that a printer be configured in the Windows software environment. It is not necessary for the PC running MAT to be actually equipped with a printer.

Starting the Reports Function

Choose the **Reports** option in the File menu of the Station or CPND module—the MAT Report Generation window appears.

Figure 39
Report Generation window



There is no data in the work area when the window is first displayed. The window contains a menu bar with drop-down menus that let you perform global actions within the report generator:

- File Menu
- Form Menu
- Report Menu
- Help Menu

File Menu

The File menu gives access to the data for reporting. The following functions are available from this menu:

Open Site: Displays a dialog that lets you choose the site you wish to open. Any currently open site closes when you select a site.

Close Site: Closes the currently open site

Exit: Closes the Report generator.

Forms Menu

This menu lets you choose a current report form or create a new form.

New Report Format...: Lets you design a new form for a report.

Open Existing Report Format...: Lets you open a predefined form for the selected data in the system.

Reports Menu

This menu allows you to access to the report executor.

Run Report...: Displays a dialog that lets you access a report form that you can run (to the screen, to a printer, or to a file).

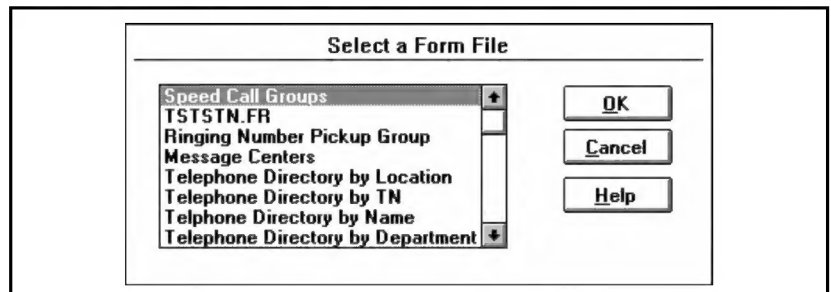
Running Reports

Running a report involves selecting a report to run and selecting a destination for the report. Selection criteria for the records you wish to choose are contained within the report form. If you desire different criteria, you can edit the form or create a new one. See “Report Criteria” on page 136. You can send a report to a viewer for screen display, to a file, or to a printer.

Select a Report

Select a report to run using the **Report - Run Report** option of the MAT Report Generator. Run Report displays a Select a Form File dialog with a single-choice scrollable list of report forms on your system.

Figure 40
Select a Form File dialog



Some reports in the list may be reports you have defined or modified for your needs. Default reports supplied with MAT include:

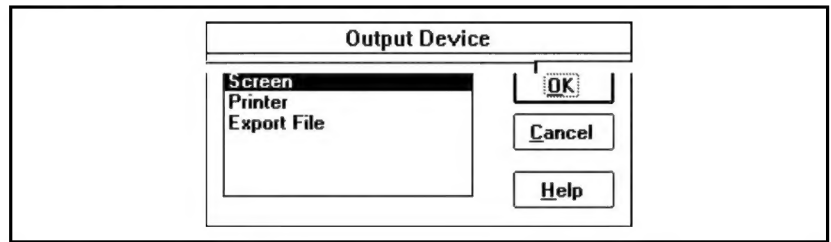
- Automatic Call Distribution Stations
- Class of Service
- Dial Intercom Group
- List of Power Failure Phones
- Message Centers
- Private Line
- Ringing Number Pickup Group
- Speed Call Groups
- System Speed Call Group
- Telephone Directory by Department
- Telephone Directory by Directory Number
- Telephone Directory by Location
- Telephone Directory by TN
- Telephone Directory by Name

The currently selected form is highlighted. Select a form and choose **OK** to run a report using the currently selected form.

Select a Destination

When you have selected a form and have selected Run Report under the Report menu, an Output Device dialog provides a list of possible destinations for the report.

Figure 41
Output Device dialog



The dialog displays a list of destinations for the report. See “View Report” on page 106.

- Screen
- Printer
- Export File

Select a destination and choose **OK** to run the selected report.

Print Report

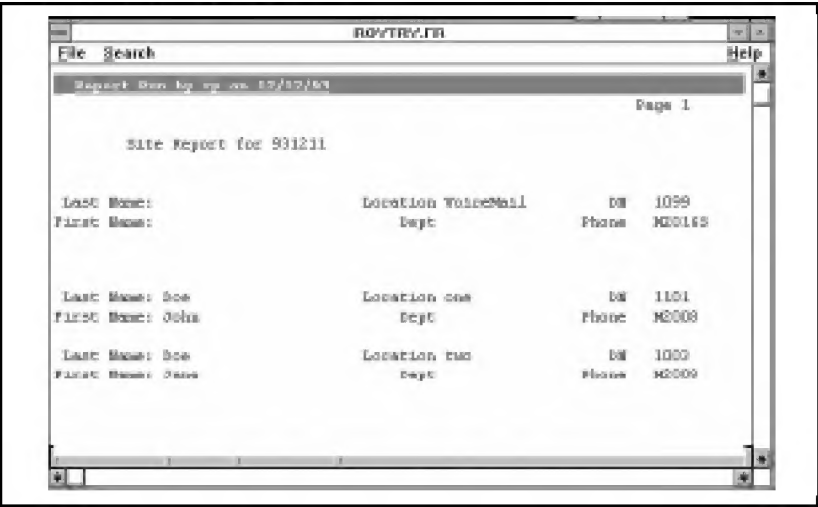
If you selected **Printer** for the report destination, the MAT Report Generator uses the Windows print function to direct the report to its default printer. The default printer for the report is identified in the form when it is created or edited. If you want to check or change the printer destination or setup you must do this from the Form editor before you run the report. Alternately, you can send the report to the screen and print from the viewer.

During printing, a Printing status box is displayed. You can stop the print job using the **Cancel** button. A Report Viewer status box alerts you when the job is finished. Select **OK** to return to the Report Generator.

View Report

If you select **Screen** for the report destination, a viewer appears with the report in the work area.

Figure 42
Example Report in the Viewer



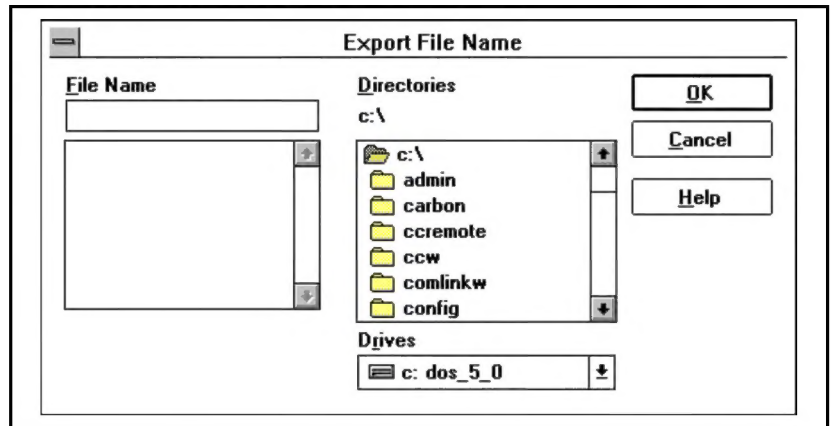
This viewer has three menu items—**File**, **Search**, and **Help**. The **File** menu lets you display a report summary, print the report, or exit the viewer. The **Search** menu lets you find text contained in the report. The **Help** menu lets you access on-line help for the viewer. See “The MAT File Viewer” on page 109.

You can print the report from the viewer to the printer defined in the report form, or to a printer you choose from the Viewer. You can also save the report to a file selected from the Viewer.

Export Report

If you chose **Export File** for the report destination, the report output can be saved in a comma-delimited ASCII file. Export File displays a dialog that lets you choose a name for the report file.

Figure 43
Export File Name dialog



You can enter a DOS filename—up to eight characters. Select **OK** to send the report to the viewer. See “View Report” on page 106. *Filename.TXT*, a comma-delimited text file with the *Filename* as entered in the text box, is saved to the current PC directory.